

*Subject File*

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10 June 1953

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MEMORANDUM FOR:

SUBJECT : Report of Message Center Operations,  
1 - 31 May 1953

1. Cables Processed

a. Tab A provides statistical data regarding cables processed during May 1953. The total volume of cables handled, CIA and non-CIA, was 14% less than for the preceding month. CIA "OUT" sensitive and Top Secret cables increased by 6%; however, every other category decreased. For the second consecutive month, non-CIA traffic declined approximately 10%. The most significant decrease was in non-sensitive outgoing CIA traffic - 35.4%. The over-all decrease in outgoing CIA traffic was 31.3%. Although this rather dramatic decrease would appear to be in direct response to the order that cable traffic be reduced, the figure is deceptive. A reduction in the number of cables handled is not significant unless there is a corresponding reduction in the number of groups handled. The outgoing group-count for May was only 9% less than the outgoing group-count for April.

b. Cables selected, briefed, and distributed to the Director totaled 659, or 3.5% of the total volume of cables processed. The substantial increase over last month's total can be accounted for in large part by the full reporting given to the Iranian situation. Another contributing element is the fact that DD/P now receives the same distribution as the Director, and certain cables receive the DCI-D/DCI-DD/P distribution based on a known interest of DD/P.

c. The average number of copies distributed per cable increased from 8.7 to 9.6, despite a decrease in average number of copies of sensitive cables distributed. It is believed that this increase is occasioned by the fact that our requirements guide is nearing completion and is giving us a broader recognition of cus-

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tomor interests. It is anticipated that this figure might go even higher once we have established a firm set of requirements for the DD/A complex.

**2. Personnel**

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a. I have not yet received a formal reply from [ ] regarding my recommendations on the career status of our personnel. Possible delay in this matter can be attributed to the pressure of business occasioned by the annual visit of area communications officers. [ ] spoke to [ ] on 1 June. His comments will be incorporated with other developments in the June report.)

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b. In contrast to our difficulties with the Communications Career Service Board regarding our senior personnel, the Office of Communications administrative staff has serviced our recommendations on personnel in the lower grades most expeditiously. Seven promotion recommendations, up to the GS-7 level, sent forward during the latter part of April were all processed with effective dates during May. In addition we have been advised that the Board has approved the promotion of [ ] from GS-7 to GS-9. [ ] is one of the six senior staff members whose cases have been under discussion by the Board since January. He had served sixteen months in the lower grade.

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c. [ ], another of the six under consideration, has now been fully transferred to EE division. I have learned informally that his new Career Board, on reviewing my recommendation for his promotion, has passed on it favorably.

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d. Our personnel strength which reached a peak of [ ] in April worsened considerably during May. We lost 2 persons by transfer and 4 by resignation. During June we expect 3 additional resignations and at the same time will lose temporarily the services of 3 others by reason of extended sick leave, jury duty and maternity leave. It is anticipated that during June we will be operating with 12 T/O vacancies in addition to those assigned but not present for duty. This will leave us with an operating strength of [ ] Unless I am successful in obtaining personnel on

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a loan basis or unless persons assigned actually report for duty, I will be forced to lower our standards to the extent that cables will not be processed in the same time as at present. In order to facilitate the assignment of people I have, with reluctance, eliminated the requirement from most of our clerical positions that incumbents work rotating shifts. Designating these positions as day-shift jobs resulted in immediate assignments against certain vacant slots. Seven people are now processing to enter on duty over the next four month period. How far we will be forced to extend this compromise on shift-rotation remains to be seen. Almost all of our positions above the GS-4 level have been established on the basis of rotating shifts covering twenty-four hour operation. Inevitably, there will be little opportunity for advancement for those insisting on straight day work, while opportunities continue to exist for all who are able to meet our requirement of shift rotation. We hope that those now insisting on day work will, in time, accept rotating shifts in order to avail themselves of the opportunity for advancement.

e. To strengthen our internal Message Center organization, I am endeavoring to establish certain positions of junior responsibility. Attached as Tab B is a copy of a memorandum to the Classification and Wage Division requesting that these positions be established, replacing certain existing positions. Further, I am requesting a survey of one of our GS-7 positions and recommending that it be up-graded to GS-9, and established as the Chief of our Distribution and Typing Section. These actions will round out our basic organization as it is now functioning and keeps us within our authorized strength. Finally, we must determine what new positions will be needed to enable us to effect a substantial reduction in overtime. It has been difficult to reach any valid conclusion on this matter in view of our chronically under-strength position; however, as you suggested, we are trying to work out a "swing" or "relief" shift which would enable us to cut back on overtime in direct proportion to the number of additional personnel we get.

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f. Attached as Tab C is a copy of a commendation received by  from the Office of Training.

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**3. Cable Distribution**

The Cable Distribution requirements for DD/A are still being coordinated by DD/P. As noted in my last monthly report, DD/P-Admin had hoped to wind this matter up by 8 May. They are now in the seventh month of coordinating!

**4. Office Procedures**

a. During the month we undertook to compile fairly comprehensive statistics on cables processed, to include: area of origin or address, subject matter (whether intelligence, operational, or administrative), action or confirmation addressee, and information recipients. It was soon found that the undertaking required more man-hours than were available. The project was cancelled for May and was started again the first of June with a slightly revised procedure. It is hoped that the compilation can be continued on a current basis.

b. On 29 May, [redacted], Deputy Chief RQM/RC, conducted a briefing at our staff meeting on the functions of RQM/RC. The briefing was well conducted and was exceptionally well received by the staff. It is planned that other staffs will be requested to conduct similar briefings.

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[redacted]

**Cable Secretary**

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**Attachments: Tab A  
Tab B  
Tab C**

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Monthly Traffic Figures

May 1953

<u>TYPE</u>	<u>TOTAL CABLES</u>	<u>TOTAL COPIES ISSUED</u>	<u>AVERAGE NO. OF COPIES ISSUED</u>
Non-CIA Cables	7,204	17,777	19.0
CIA "IN" Cables	6,351	99,710	15.7
CIA "IN" Sensitive and Top Secret Cables	1,161	7,440	6.4
CIA "OUT" Cables	3,221	47,026	14.6
CIA "OUT" Sensitive and Top Secret Cables	585	3,382	5.8
Preliminary Dissems	<u>221</u>	<u>4,420</u>	20.0
TOTALS	<u>18,743</u>	<u>179,755</u>	
PREVIOUS MONTH	21,904	190,324	
DECREASE	3,161	10,569	

Cables selected and routed to the Director:

March: 641

April: 588

May: 659

CIA -IN 6351  
IN(S) 1161  
OUT 3221  
OUT(S) 585  
11,318 - May

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Chief, Classification and Wage Administration

22 May 1953

Cable Secretary

Reallocation of Certain Message Center Positions

1. It is requested that the following positions in the Cable Secretariat - Message Center be surveyed and reallocated at an early date. The functions described in the attached job sheets are already being performed as a matter of necessity by various Message Center personnel without true regard to position title and grade.

Additions to Mail and File Sections:

A 142.01	Mail and File Supvr.	GS 301-5	Required for Night Shift
A 142.02	Mail and File Supvr.	GS 301-5	Required for Day Shift

Additions to Distribution and Typing Sections:

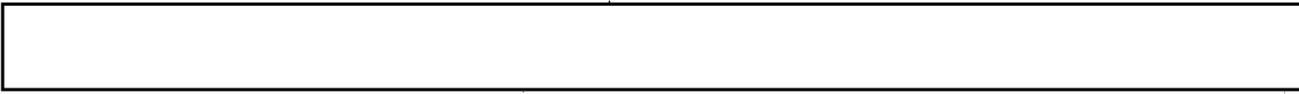
Info Control Clerk	GS 301-5	Required for added distribution desk, Day Shift only.
Senior Clerk (Typing)	GS 301-5	Required for Day Shift.
Senior Clerk (Typing)	GS 301-5	Required for Night Shift.
Senior Clerk (Typing)	GS 301-5	Required for Midnight Shift.

2. Offsetting the above additions, it is requested the following positions be deleted. These positions have not materialized, primarily because of personnel shortages. As a consequence of operating without them for the past nine months, we have now worked out an arrangement with the Signal Center, whereby Message Center requirements for Traffic Control Log statistics are adequately provided by the Signal Center Traffic Control Staff.

Deletions:

A 137	Info Control Assist. (Traffic Control)	GS 301-7
A 137.01	Info Control Assist. (Traffic Control)	GS 301-7
A 138	Info Control Clerk (Traffic Control)	GS 301-6
A 138.01	Info Control Clerk (Traffic Control)	GS 301-6
A 139	Info Control Clerk (Traffic Control)	GS 301-5
A 139.01	Info Control Clerk (Traffic Control)	GS 301-5

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Attach. - Job Descriptions - 3

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**Cable Secretariat  
Message Center**

22 May 1953

A 142 Job Description (Revised)  
A 142.01 (New)  
A 142.02 (New)

**Mail and File Supervisor  
GS 301-5**

1. The Mail and File Supervisor acts as assistant to the Chief, Mail and File Section. He must be capable of filling any position in the Mail Room, which includes the following:

- a. Operate the Ditto machine.
- b. Check copies for appearance, accuracy, and legibility.
- c. Time stamp, assemble, sort and prepare copies for delivery and mailing.
- d. Supervise the sorting and filing of receipts for future reference.

2. In the absence of the Chief, Mail and File Section, the Supervisor assumes complete responsibility for the Mail and File Section. In this capacity, or as Supervisor, he must assume the following additional duties:

- a. He must ensure that all cables are reproduced without delay and delivered on schedule.
- b. He must control the work load in the section to ensure an even flow of messages.
- c. He should be able to recognize any errors that may have been overlooked in processing, and have them corrected immediately.
- d. He should be familiar with all existing regulations and revisions pertaining to the processing of cables.
- e. He must familiarize himself with all schedules and policies governing personnel in the section.
- f. He is responsible for ensuring that all equipment and forms used in the processing of cables are kept in constant supply and working order.
- g. He is responsible for maintaining the highest degree of efficiency and morale necessary to the operation of the Message Center.
- h. He is jointly responsible with the Chief for the security of the section.

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3. The Mail and File Supervisor will be required at times to assist other sections in the general processing of cables. To this end he must be familiar with the following functions:

- a. He must meet the minimum clerical standards of the Message Center necessary to proofread cables.
- b. He must know how to operate the teletype printer.
- c. He should be able to perform general clerical work in the maintenance of guides, manuals, and card files; searching for references, or filing when required.
- d. He is responsible for maintaining such regulations governing the security and cleanliness of the Message Center.
- e. He must otherwise adapt himself to perform such work within his knowledge as will be required by the Chief of the section or the Cable Secretariat Duty Officer.

4. Hours of duty change by rotation to insure coverage of this position throughout a twenty-four hour day.

NOTE: This is a revised job sheet for position A 142, and covers two additional identical positions for three-shift coverage. Two Info Control Clerk (Traffic Control) positions have been deleted from the T/O in substitution.

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Cable Secretariat  
Message Center

22 May 1953

Information Control Clerk  
GS 301-5

1. The principal duty of an Information Control Clerk is to receive and properly record requests and inquiries from the cable addressee units concerning distribution of specific messages. Within the scope of the above duty, the following functions are entailed:

a. Receiving Requests and Inquiries: This entails taking requests and inquiries, and making proper recording of the request for submission to appropriate Message Center authority for approval. If approved, the Info Control Clerk will take necessary action to service the request. The types of action required include the following:

1. Action Changes: At the request of appropriate authority, re-assign action on a particular message.

2. Corrections: Correct messages erroneously typed and/or insert service corrections for messages previously processed.

3. Added Distribution: Make additional distribution to addressee units at the request of appropriate authority.

b. Message Center Clerical Duties: This entails follow-up action on Message Center files and records necessary as a result of requests made to the Information Control Clerk. These duties would include the following:

1. Recalling Copies: Requesting a particular addressee unit to return copies assigned to them in error.

2. Indicating Changes: Indicating distribution or action changes made in original distribution, in order that Message Center files reflect such changes.

3. Hours of duty are 0830-1700. Shift work is not required.

NOTE: This is a new Message Center position heretofore covered by assignment of Info Control Officers as required. One Information Control Clerk (Traffic Control) position has been deleted from the T/O in substitution.

Cable Secretariat  
Message Center

22 May 1953

Senior Clerk (Typing)  
GS 301-5

1. The Senior Clerk of the typing unit is responsible to the Chief, Distribution and Typing Section for the proper functioning of the typing unit for one shift in the over-all work of the Message Center.
2. In order that the typing unit functions and produces systematically, it is the duty of the Senior Clerk (Typing) to insure that established standards of format are maintained in typing of cables and that the work flows as uniformly and rapidly as possible into the mail room.
3. To improve the standards, a record of incoming work is kept by the Senior Clerk who sees that work is initialed; in order that proper guidance and instruction may be given to the appropriate typist. It is the responsibility of the Senior Clerk to be able to answer questions pertaining to the format and production of the cable traffic, and to insure that the finished product is properly proofread before leaving the section.
4. When the work of typing cables is not adequate to occupy the time of all the typists, the Senior Clerk shall give the typist further instruction as to the operation, organization, and function of the Message Center. This will also include instructions for the operation of Ditto and teletype machines as well as the process of preparing cables for mailing and the functioning of Message Center files. Instructing the typists in the procedure for keeping the card files and in the procedure for assisting in keeping the Cable Secretariat Distribution Guide current is also the responsibility of the Senior Clerk.
5. Hours of duty change by rotation to insure coverage of this position throughout a twenty-four hour day.

NOTE: This description covers three new positions in the Message Center. Three Information Control Clerk (Traffic Control) positions have been deleted from the T/C in substitution.

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8 May 1953

MEMORANDUM FOR: Chief, FE

SUBJECT: Commendation

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1. We would like to take this opportunity to express our appreciation for the very splendid assistance which [redacted] has rendered to the Communist Party Operations Course in the past.

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2. [redacted] lectures made a substantial contribution to the course and greatly stimulated student interest. Such fine presentations reflect credit not only to him and your staff, but also to the Office of Training.

3. It is our sincere hope that your personal interest and support of the training program will continue.

[redacted]  
Director of Training

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